

EDITED TASK LISTING

CLASS: Business Service Officer I (Supervisor)

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Performs technical and analytical business service work of average difficulty related to telecommunication functions (e.g. activation and installation of equipment, etc.) to ensure quality services are provided using various resources (e.g. knowledge of phone services, vendors, policy, procedures, etc.) as needed.
2.	Performs technical and analytical business service work of average difficulty related to procurement and contracting functions (e.g. various commodities to ensure quality services are provided using various resources (e.g. policies, procedures, best value, laws, rules, regulations, etc.) on a daily basis.
3.	Performs technical and analytical business service work of average difficulty related to capital outlay functions to ensure quality services are provided using various resources (e.g. best value, laws, rules, regulations, budgets, policies, procedures, etc.) as needed.
4.	Performs technical and analytical business service work of average difficulty related to facilities management functions (e.g. building maintenance, commercial lease management, space management, telecommunications, etc.), to ensure quality services are provided using various resources (e.g. policies, procedures, laws, rules, regulations, budgets, etc.) as needed.
5.	Fiscal management of state owned, leased, office and industrial properties to ensure fiscal accountability and continuity of services using various resources (e.g. budget, contracts, policies, procedures, laws, rules, regulations, etc.) as needed.
6.	Reviews various written documents (e.g. procurement, telecommunications, and space action requests, etc.) for accuracy/completeness/compliance using various resources (e.g. equipment, aids, processes, laws, rules, regulations, etc.) as needed.
7.	Coordinates/Oversees contract maintenance to ensure fiscal and quality services are provided using various resources (e.g. laws, rules, regulations, policies, procedures, etc.) as needed.
8.	Coordinates the bid process to ensure all appropriate vendors are included for the identified scope of services/specifications using various resources (e.g. knowledge, laws, rules, regulations, policies, procedures, etc.) as needed.

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9.	Reviews bids submitted by vendors to determine certification and best value (cost/quality) for the services/specifications needed using various resources (e.g. knowledge, laws, rules, regulations, policies, procedures, etc.) as needed.
10.	Prepares Contract/Purchase Delegation Orders to encumber funds from appropriate allotments and ensure compliance with applicable state purchasing rules and regulations as needed.
11.	Prepares various contract requests (e.g. commodities, services, and etc.) to provide information and identify appropriate scope of services/specifications using various resources (e.g. laws, rules, regulations, policies, procedures, etc.) as needed.
12.	Process purchase orders in an emergency situation to facilitate purchasing for commodities and services above the delegated limit using various resources (e.g. laws, rules, regulations, policies, procedures, etc.) as requested.
13.	Reviews sole source procurement/contract requests to determine validity and ensure compliance with various laws, rules, and regulations, etc. as requested.
14.	Monitors the flow of the procurement process to ensure the timeliness of receipt of products and services using various tools, aids, equipment and/or processes as needed.
15.	As needed, participates in the development and review of Budget Concept Statements/Budget Change Proposals to obtain approval and secure funding for necessary equipment, staffing, services, etc. utilizing various resources.
16.	Prepares the Recycle Content Product (RCP) report to identify reportable categories and RCP content to ensure compliance with various laws, rules, regulations, etc. utilizing RCP certification from vendors, tools, equipment, catalogs, etc., as required.
17.	Prepares various written documents (e.g. reports, correspondence, analysis, forms, etc.) to provide information and ensure compliance with various laws, rules, regulations, etc. using various tools, aids, equipment and/or processes as needed.
18.	Communications in a professional and effective manner with others utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations, at all times.

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19.	Regularly provides on the job training to appropriate staff on various functions of the procurement process to expand their knowledge and ensure efficiency and compliance with established rules, regulations, etc. using various resources (e.g. knowledge, interpersonal skill, policies, procedures, etc.) on a daily basis.
20.	In a small business service office, plans, organizes, and directs the work of staff in the business service functions to achieve operational efficiency utilizing effective supervisory skills on a daily basis.
21.	Initiates and participates in the progressive disciplinary process to improve employee performance or address issues of substandard performance in accordance with Departmental policy, on an as needed basis.
22.	In accordance with State Personnel Board Laws and Rules, prepares and discusses written performance reports by monitoring and evaluating the work performance of business service staff, on an as needed basis.